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OFFICE OF RESEARCH AND DEVELOPMENT

GENERAL NOTICE 13

HANDLING OF CABLE TRAFFIC

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REFERENCES: [REDACTED]-2895-66, OSA Memorandum
[REDACTED]-1903-67, ORD Memorandum

1. Due to the increase in the amount of cable traffic to and from ORD through the Ames Communications Center and in order to establish a better control of this traffic the following instruction is effective this date:

- a. All incoming and outgoing cables to be processed through the Ames Communications Center will be routed through the ORD Registry.
- b. The Communications Center will deliver to or call for Registry pick-up of cables directed to ORD. The Registry will deliver to, or notify the addressee of receipt of, all such cables.
- c. The Registry will maintain a log of all cable traffic noting originator, addressee, date and time of receipt or dispatch, and, for incoming traffic, the name of the person notified or to whom delivery was made.

2. This instruction is not intended to delay the movement of cable traffic. An outgoing cable which is being handcarried to the Communications Center will be logged in by the bearer in the Registry Log on his way to the Center.

3. Cable traffic moving after regular working hours will be handled as at present, however, it is the responsibility of the division concerned to see that these cables are properly entered in the Registry Log on the following workday.

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Administrative Officer
Office of Research and Development

GROUP I
Excluded from automatic
downgrading and
declassification